

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY COPENHAGEN
Notice of Funding Opportunity**

Funding Opportunity Title: Promoting Democracy and Recovery Post-Pandemic: U.S. Elections, Hack the Crisis, and Virtual Adaption in Culture and Tourism
Funding Opportunity Number: FY20-01
Deadline for Applications: July 31, 2020
CFDA Number: 19.040
Total Amount Available: Up to \$50,000

A. PROGRAM DESCRIPTION

The U.S. Embassy Copenhagen of the U.S. Department of State announces an open competition for organizations to submit applications to carry out a program(s) or project(s) to increase understanding of American democratic principles, technological innovation in business, and/or cultural values to promote economic recovery and a more resilient society in light of the COVID-19 pandemic. Please carefully follow all instructions below.

Priority Region: The Kingdom of Denmark. Inclusion of audiences in Greenland and Faroe Islands is encouraged but not required.

B. FEDERAL AWARD INFORMATION

Funding is available for programs that have one or more of the following themes:

1) The 2020 United States Presidential Election – Programs such as seminars, election night events, or speaking engagements focusing on informing Kingdom of Denmark audiences about the American election, the procedures involved, and the democratic values that infuse the election process. Programs should approach the election from a non-partisan angle. Applicants are encouraged to be flexible and account for the possibility of a fully virtual program or a program with a virtual element.

An example of a program could be an election night event targeted primarily toward youth or the media with American in-person or virtual speakers, and a debate. In-person events should be structured to include virtual participation and remote viewing by additional audiences when feasible. Grant funds could be used for rental of conference space, rental of streaming equipment, speakers' travel expenses and honoraria, as well as staff hours.

Length of performance period: Programs must commence before November 3, 2020 and be completed by November 30, 2020.

Award amount: Funding requests should not exceed \$50,000.

Participants and Audiences: Think tanks, larger organizations, and universities. Inclusion of media representatives as an audience is encouraged but not required.

Type of Funding: Fiscal Year 2020 funds under the authority of the Smith-Mundt Act.

Funding Instrument Type: Fixed Amount Award, Grant, Cooperative Agreement, or Individual Award

This notice is subject to availability of funding.

2) Hack the Crisis! – Programs similar in structure to a hackathon with elements of a design sprint-like event. The theme should address the issues created by the COVID-19 crisis creatively through technology. Ideas should be developed to solve real problems with technological solutions and incorporate an American component, such as a participating American speaker or subject matter expert. The hackathon’s list of issue areas should be inspired by the areas most likely to see the biggest challenges during the pandemic, such as crisis response, economic and small business recovery (including tourist, cultural institutions, restaurants, and the food service and delivery sector), education, health, and transportation solutions. Applicants are encouraged to be flexible and account for the possibility of a fully virtual program or a program with a virtual element.

An example of a program could be a Hackathon focused on finding creative solutions to problems created by the crisis, such as the public health concerns and shared physical items in a community. Participants could include students of engineering, IT development, manufacturing, event design etc. Both participants and experts should be able to attend both in-person and virtually pending official guidelines and personal preference. Grant funds could be used for rental of conference space, rental of streaming equipment, purchase of construction materials such as plexiglass, international participants’ travel expenses, as well as staff hours.

Length of performance period: Programs must be completed by December 31, 2021.

Award amount: Funding requests should not exceed \$50,000.

Participants and Audiences: Smaller organizations, such as startup incubators and business schools, IT students

Type of Funding: Fiscal Year 2020 funds under the authority of the Smith-Mundt Act.

Funding Instrument Type: Fixed Amount Award, Grant, Cooperative Agreement, or Individual Award

This notice is subject to availability of funding.

3) Virtual Adaptation for Cultural and Tourism Entities – Projects that leverage American expertise and institutional knowledge to adapt cultural and tourism programs and activities to a new virtual environment that is more accessible in light of social distancing requirements and

large gathering restrictions. Project locations can be either existing exhibitions or experiences that with the help of technology can be moved to a virtual space, or tourism experiences that can be introduced to an online audience.

An example of a program could be an established museum looking to digitize their collection through the help of U.S. experts to make it available to a virtual audience. Grant funds could be used for rental of digitizing equipment, development of a web platform, travel expenses and honoraria for U.S. experts, as well as staff hours.

Length of performance period: Programs must be completed by December 31, 2021.

Award amount: Funding requests should not exceed \$50,000.

Participants and Audiences: A wide spectrum of cultural and tourism entities with not-for-profit projects with an American component, as well as independent artists whose work has an American component and are seeking to move their engagement to a virtual environment.

Type of Funding: Fiscal Year 2020 funds under the authority of the Smith-Mundt Act.

Funding Instrument Type: Fixed Amount Award, Grant, Cooperative Agreement, or Individual Award

This notice is subject to availability of funding.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The following organizations are eligible to apply:

- Not-for-profit organizations, including think tanks and civil society/non-governmental organizations
- Public and private educational institutions
- Individuals
- Public International Organizations and Governmental institutions

2. Cost Sharing or Matching

Although cost sharing, either financial or through in-kind contributions, is strongly encouraged, it is not a pre-requisite for applying through this notice. Applications will be reviewed and assessed on a number of factors of which cost sharing is but one.

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on www.SAM.gov. Please see Section D.3 for information on how to obtain these

registrations. Individuals are not required to have a unique entity identifier or be registered in SAM.gov.

Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms required below are available at <https://dk.usembassy.gov/education-culture/small-grants-program/>

2. Content and Form of Application Submission

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Content of Application

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered

3. Application (10 pages maximum): The application should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. Proposals must confirm to the following format and include all the items below.

- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Introduction to the Organization or Individual applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed.
- **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Program Activities:** Describe the program activities and how they will help achieve the objectives.
- **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
- **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.

- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
- **Budget:** Detailed overview of expenses in detail.

In addition, the applicant should be aware that the Embassy requires all publicity and promotional materials produced in connection with the program to underscore the sponsorship by, or partnership with, the U.S. government or the U.S. Embassy. The Embassy will provide appropriate logos for such print and digital PR material. Exemptions from this requirement may be allowable but must be agreed to in writing by the Embassy.

Required Registrations:

Any applicant listed on the Excluded Parties List System (EPLS) in the [System for Award Management \(SAM\)](#) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.” Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- www.SAM.gov registration

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. You can contact the Danish DUNS number provider, Bisnode, here: <https://www.bisnode.dk/om-bisnode/hvad-vi-gor/vores-samarbejde-med-dun-bradstreet/>

NCAGE application: Application page here:

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

For NCAGE help from outside the U.S., call +1-269-961-7766

Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto: <https://www.sam.gov>. SAM registration must be renewed annually.

3. Submission Dates and Times

Applications are due no later than July 31, 2020.

4. Funding Restrictions

Only salaries, wages, and honoraria that are directly project-related may be included. No alcoholic beverages or similar intoxicating substances can be paid for with funds from this grant.

5. Other Submission Requirements

All application materials must be submitted by email to CopenhagenGrants@state.gov

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.

Quality and Feasibility of the Program Idea – 25 points: The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

Organizational Capacity and Record on Previous Grants – 25 points: The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account.

Program Planning/Ability to Achieve Objectives – 15 points: Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

Budget – 15 points: The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

Monitoring and evaluation plan – 10 points: Applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals

outlined in the proposal. The program includes output and outcome indicators, and shows how and when those will be measured.

Sustainability – 10 points: Program activities will continue to have positive impact after the end of the program.

2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications according to the criteria stipulated above. Applicants will receive direct notification by email or phone as to whether their application was successful and eligible for funding from the U.S. Embassy.

3. Federal Awardee Performance & Integrity Information System (FAPIIS)

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

- i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);
- ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method: The grant or cooperative agreement will be paid out in two or more parts; an advance not to exceed 80 % at the beginning of the program to help the grant recipient reserve facilities, buy materials, and other items necessary to commence the program. Upon receipt of a final program report, verifying completed programs, the balance (20 %) will be reimbursed to the grant recipient.

2. Administrative and National Policy Requirements

Terms and Conditions: Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include:

2 CFR 200, 2 CFR 600, and the Department of State Standard Terms and Conditions which are available at: <https://www.state.gov/about-us-office-of-the-procurement-executive/>.

Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

3. Reporting

Reporting Requirements: Recipients will be required to submit a final program report.

Applicants should be aware of the post award reporting requirements reflected in [2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters](#).

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact:
CopenhagenGrants@state.gov

H. OTHER INFORMATION

Guidelines for Budget Justification

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.